

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1188  
Page 1 of 1

Agency		Division/Unit
Town of Ocean City		City Clerk
ITEM NO	DESCRIPTION	RETENTION
1	Meeting Minutes: Minutes; Work Session Minutes; Agenda; Agenda Packets; Sign In Sheets; Planning & Zoning Variance Applications; Applications for Festivals; Budget; Brochures	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2	Subject Files - Contains: Beach Equipment Rental; Vehicle Vending Franchise, Beach Photo Franchise; Boards & Commissions; Budget; Various City/State Departments; Pension Plan; City Vehicle Titles; Public Notices; Postage Meter System; Sale of Capital Assets; Surplus Vehicle Sale; Airport Expansion; Year end State Reports; Ocean City sewerage system; liquor control board for Worcester County; District Court Files; Chamber of Commerce; Tax Sale Information; Bankruptcy.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3	Council Meeting Tapes - Mayor & City Council; Ethics Commission; Beach Mediation Board; Pension Trustees	Retain for 3 years, then recycle
4	City Elections - Voter cards; absentee ballots; voter registration, voting record cards - 1950; election results	Permanent. Transfer periodically to the Maryland State Archives.
5	Contracts/Agreements/Leases - Includes: Elevator Maintenance; Food Service; License Agreements for Convention Center; United Cable TV; EMS Equipment; Bus Shelter Easements; Grants; T Hanger Lease; County & State.	Retain for life of agreement, contract or lease, plus 3 years, then destroy.
6	Pension Reports - Public Safety Employees; General Employees; Annual Reviews/Actuarial Valuation. (Investment Records; Distribution; Benefit Forms Now Maintained by Finance)	Retain for life of plans, plus 3 years, then destroy.

APPROVED BY DEPARTMENT, AGENCY, OR  
DIVISION REPRESENTATION

DATE 03/10/2000

SIGNATURE Carol L Jacobs

TYPE NAME Carol L Jacobs

TITLE City Clerk

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE APR 11 2000

SIGNATURE Edward C. Papenfuss

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 6

1. DEPARTMENT/AGENCY

*Ocean City*

2. DIVISION

*City Clerk*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*City Councils Meeting Minutes*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_ TO 1999

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

*Meeting Minutes: Minutes; Work Session  
Minutes; Agenda- Agenda Packets- sign  
in sheets; Planning+Zoning Variance  
Applications; Applications For Festivals; Budget;  
Brochures;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

*Date of*

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

40  
Number *C.F.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☒ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ☐ Month(s)      ☐ Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*City Hall - 1st Floor  
Vault - Gym*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☐ No

18. RECOMMENDED RETENTION

Permanent. Transfer periodically  
to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 2 Of 6

1. DEPARTMENT/AGENCY

*Ocean City*

2. DIVISION

*City Clerk*

3. UNIT

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Subject Files*

5. EARLIEST YEAR / LATEST YEAR

*1966 to 1999*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

*CONTAINS: Beach Equipment Rental; Boards & COMMISSIONERS' Budget; Various City-State Departments; Pension Plan; City Vehicle Titles; Public Notices; Postage Meter System; Sale of Capital Assets; Abandoned Vehicle Sale; Airport Expansion; Year End State Reports (over)*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

*Subject*

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number

*10 C.F.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☒ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*City Hall - 1st Floor  
Vault*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☐ No

18. RECOMMENDED RETENTION

*Use General Records  
Retention.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

~~1976~~ 1966  
~~1978~~

X.C.F.  
18

Ocean City Sewerage System - Liquor  
Control Board for Worcester Co.  
District Court Files - Chamber of Commerce;  
~~etc.~~ Tax Sale Information; Bankruptcy;

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 3 Of 6

1. DEPARTMENT/AGENCY

2. DIVISION

*city clerk*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Council Meeting Minutes/Tapes*

5. EARLIEST YEAR / LATEST YEAR

*1983 to 1999*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*Mayor + City Council; Ethics Commission  
Board of Zoning Appeals*

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☒ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical

- ☐ Chronological  
☐ Geographical

☐ Other (Specify) \_\_\_\_\_

*Date*

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

*12*

Number

*C.F.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☒ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*City Hall - 1st Floor  
Vault*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes \_\_\_\_\_

☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☐ No

18. RECOMMENDED RETENTION

*Retain for 3 years,  
then recycle.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b> Page <u>4</u> of <u>6</u>	
1. DEPARTMENT/AGENCY		2. DIVISION <u>CITY CLERK</u>		3. UNIT	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE <u>CITY ELECTIONS</u>				5. EARLIEST YEAR / LATEST YEAR <u>1950</u> TO _____	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series: <u>Voter CARDS; Absentee Ballots; Voter Registration; Voting Record CARDS - 1950</u>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>CARD</u>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>10</u> Number <u>C.F.</u>	
11. FILE IS USED <u>Yearly</u> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____			
12. FILE BECOMES INACTIVE AFTER _____ Number _____		13. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <u>CITY HALL - VAULT</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No		18. RECOMMENDED RETENTION <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">           Permanent. Transfer periodically to the Maryland State Archives.         </div>			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER			

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 55 Of 6

1. DEPARTMENT/AGENCY

*Ocean City*

2. DIVISION

*City Clerk*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Contracts/Agreements/Lease*

5. EARLIEST YEAR / LATEST YEAR

*1987 to 1999*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*Includes: Elevator Maintenance; Portservice License Agreements for the Convention Center; United Cable TV; EMS EQUIPMENTS; BUS shelter ERESEMENT; GRANTS; T Hanger LEASES;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

*Subject*

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

*46*  
Number *C.F.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☒ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*City Hall - 1st Floor*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes      ☐ No

18. RECOMMENDED RETENTION

*Retain for life of Agreement, contract and lease Plus 3 years, then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page ~~153~~ Of ~~16~~

1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

City Clerk  
~~Maintenance~~

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Pension Reports

5. EARLIEST YEAR / LATEST YEAR

1995 TO

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

PENSION PLANS: Public Safety Employees;  
General Employees  
Annual Reviews/ACTUARIAL VALUATION  
(Investment Records; Distribution; Benefits  
Forms) - ~~Prior To~~ Now maintained by Finance

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm  
☐ Legal Size ☐ Computer Tape  
☒ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

YEAR

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☒ Other (Specify) ~~Box~~

2  
Number C.F.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

657 H Street

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain For Life of  
Plan Plus 3 years, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE